



**The Governing Board of the
Federation of Sharow CE Primary and Skelton Newby Hall CE Primary Schools
15 December 2021**

Minutes

Core functions of a governing body:

- Ensuring clarity of vision, ethos, and strategic direction
- Holding the headteacher to account for the educational performance of the school and its pupils
- Overseeing the financial performance of the school and making sure its money is well spent.

Present: Justin Wheatley (Chair), Jacqui Palmer (headteacher), Jonathan Redhead, Lauren Copperthwaite, Gemma Snodgrass

In attendance: Siân Henderson (clerk), Siân Carling (bursar)

No.	Item	Action
PART 'A' – PROCEDURAL		
1	Welcome and Introductions All were welcomed to the meeting.	
2	Apologies for absence and to determine whether any absences should be consented to. Apologies were received and accepted from Chris Smith.	
3	To remind Governors of the need to declare interests, pecuniary or non-pecuniary. No declarations of interest in items for discussion were made.	
4	Confidentiality Governors were reminded of the confidential nature of discussion at meetings.	
5	Notification of urgent other business previously notified to the Chair Several items to be discussed at the end of the meeting	
6	To approve, as a correct record, the minutes of the meeting held on 15 November 2021 The minutes of the November meeting were approved.	
7	To consider matters arising from the minutes for which there is no separate agenda item. All covered by the agenda	

PART 'B' – SCHOOL IMPROVEMENT



8	<p>Budget monitoring</p> <p>Period 7 reports were circulated prior to the meeting. The following points were noted:</p> <p>Sharow</p> <ul style="list-style-type: none"> • Income is expected to increase from £580.8k (start budget) to £603.3k (expected outturn), largely as a result of extended schools' income now coming directly to school. • This income is offset by expenditure on the breakfast and after school clubs. • Expenditure increased from £605.7k (start budget) to £623.7k (expected outturn) • The in-year position has improved by £4.5k, from -£24.9 (start budget) to -£20.4 (expected outturn) • This would give a total carry-forward into 2022-23 of £42,721 <p>Q: is extended schools income restricted? A: no, it is just included in general income.</p> <p>Skelton</p> <ul style="list-style-type: none"> • Income is expected to increase from £254.3k (start budget) to £268.1k (expected outturn) due to additional special needs, Pupil Premium and Covid-related funding • Expenditure is expected to increase from £274.6k (start budget) to £285.1k (expected outturn), mainly as a result of increased staffing costs. • The in-year position has improved from -£22.2k (start budget) to -£17k • This would give a total carry-forward into 2022-23 of £65,174 	
9	<p>Revised budget and financial forecast</p> <p>The three-year forecast and revised budgets were circulated prior to the meeting. The following points were noted:</p> <p>Sharow</p> <ul style="list-style-type: none"> • Figures assume that sparsity funding will be available from the next financial year • Income has increased from the monitoring report due to higher expected nursery numbers. • Pupil numbers are predicted to remain stable, and the forecast assumes that teaching staff will remain the same • Sparsity funding allows for positive in-year balances and a growing carry-forward from year 2 <p>Skelton</p> <ul style="list-style-type: none"> • Figures assume that sparsity funding will be available from the next financial year • The forecast is based on a falling school roll but a stable staff • Year 2 shows an in-year surplus, falling into deficit again in year 3 due to a reduction in pupil numbers 	



	<ul style="list-style-type: none"> The carry-forward is predicted to remain in surplus for this period <p>Pay awards and significantly increased fuel costs have been factored into the revised budgets.</p> <p>The bursar gave an overview of the process and likely outcomes of combining budgets, which will be considered by the governing body.</p> <p>The revised budgets were approved for submission to the local authority</p>	
10	<p>Benchmarking data</p> <p>Data comparing the two schools with similar schools in the county and nationally were circulated prior to the meeting. The following points were noted:</p> <p>Sharow</p> <ul style="list-style-type: none"> The school falls within the average range on all metrics compared to similar North Yorkshire schools National data shows high spending on educational support staff – most classes have a full-time TA and there is a large number of children requiring additional support. <p>Skelton</p> <ul style="list-style-type: none"> County data reveals a higher than average spending on teaching resources The percentage of staff in senior leadership positions is low (only the headteacher, part-time) Staffing costs are lower than average (due largely to shared headteacher) Pupil to teacher/adult ratios are extremely low Premises costs are high National data identifies the falling school roll as a major risk <p><i>[Siân Carling left the meeting]</i></p>	
11	<p>Information Compliance report</p> <p>The audit report was circulated to governors prior to the meeting. All action points were noted and will be monitored.</p>	
12	<p>Headteacher’s report and School Improvement Plan</p> <p>No report was scheduled for this meeting but the headteacher gave governors an example of a spreadsheet pro forma that she will use for future reports. This will ensure consistency of reporting and allow comparison of key metrics over time.</p> <p>The Pupil Premium strategy document was circulated and was approved for inclusion on the school website.</p>	



	<p>The School Partnership Improvement Plan was shared with governors and the RAG-rated actions related to KPIs reviewed. A new phonics programme has been purchased and staff training is planned for the first half of next term for introduction in the second half.</p> <p>Self-evaluation – all judgments remain at RI for Sharow</p> <p>Safeguarding – an incident has occurred, and the safeguarding link governor is monitoring events on behalf of the governing body. He is satisfied that the governing body is meeting its safeguarding responsibilities through his involvement.</p>	
13	<p>Headteacher’s performance management The performance review has taken place and the recommendations of the group were approved.</p>	
14	<p>Pupil attendance Attendance remains good and Covid has not caused significant absence among pupils.</p>	
16	<p>Governance</p> <ul style="list-style-type: none"> • Vacancies <ul style="list-style-type: none"> ○ 1 x foundation ○ 1 x co-opted ○ 1 x parent, one parent has been nominated and will be contacted by the Chair ○ 1 x local authority <p>Governors were invited to submit the names of potential governors to the Chair.</p> <ul style="list-style-type: none"> • Training – a session for all governors is scheduled for February. Governors were encouraged to access NGA and local authority training. The safeguarding governor will book additional safeguarding training via the administrator at Skelton school and Chris Smith will undertake SEND training. • Adoption of Code of Conduct – approved 	
18	<p>Governor Monitoring Visits A schedule of visits was circulated and information on monitoring best practice was circulated.</p>	
19	<p>Policy Review The following policies were reviewed and approved:</p> <ul style="list-style-type: none"> • Pay • Complaints procedure and policy • Curriculum – a question was asked and answered about the headteacher’s responsibility to keep governors informed about curriculum decision-making and whole-school targets. • Nursery admissions 	



	<ul style="list-style-type: none"> • Handwriting and presentation • Volunteer • Publication Scheme 	
20	<p>Consultancy review</p> <p>It would be helpful if the Skelton marketing group could resume its activities. A consultant has been appointed and will be visiting school between January and March.</p>	
PART 'C' – OTHER BUSINESS		
21	<p>Ofsted</p> <p>The headteacher shared the oral feedback from the inspection. The areas highlighted were those already identified by the school and addressed within the School Development Plan. It was noted that the inspection had taken place during a time of significant staff absence and general disruption to the smooth running of the school. However, it was acknowledged that difficult circumstances might persist through the coming year and these will need to be factored in when planning to take the school forward.</p> <p>Q: how can governors be assured that the areas for development are addressed in the coming year? A: reports from the headteacher, including the SDP, and governor monitoring should provide evidence. Governors should triangulate information provided by the headteacher with external reports and governors' own observations.</p>	
22	<p>Preparations for future closure</p> <p>Staff are confident in their ability to provide for children should school closures occur again.</p> <p>Q: are staff aware of any difficulties related to home learning for children who were not in school during the last lockdown? A: all children are familiar with using Teams and staff are aware of any issues that might arise.</p> <p>Q: are staff alert to children who do not engage with learning and is there a policy in place to track potentially missing children? A: staff conduct home visits where concerns arise, and this is an on-going process, although there is currently no automatic alert for absent children at 10am as families access learning at different times during the day. A virtual registration system each morning will be introduced should the need arise.</p>	
23	<p>Federation structure for September 2022</p> <p>A virtual meeting of governors will take place on 12 January at 5.30pm</p>	



24	<p>The contribution of ex-governor John Bushell was noted. He will be thanked with a gift. Governors wishing to contribute should contact the Chair.</p> <p>Governors also thanked staff for their efforts over this term and for coping with an unexpected Ofsted inspection at a time when staffing and technology pressures caused added pressure.</p>	
25	<p>It was agreed to regrade a member of the support staff to reflect the duties undertaken and to increase hours from 30 to 35 per week. The pay increase will be backdated to 1 September 2021.</p>	
26	<p>How has this meeting impacted on the welfare and progress of our pupils? Governors have discussed the financial viability of the federation and focused on school improvement in the light of Ofsted recommendations.</p>	
22	<p>Dates of future meetings, at 5.30pm 12 January (additional meeting) 2 February 30 March 24 May 13 July</p>	